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C.I.G. 7

24 April 1946

CENTRAL INTELLIGENCE GROUP

POLICY ON CLEARANCE OF PERSONNEL
FOR DUTIES WITH CENTRAL INTELLIGENCE GROUP

Memorandum by the Director of Central Intelligence

1. The President's letter of 22 January 1946 charges the National Intelligence Authority and the Director of Central Intelligence with responsibility for fully protecting intelligence sources and methods in connection with their activities.

2. The Central Intelligence Group should establish standards and requirements with regard to clearance of personnel for duties with the C.I.G. to assure the highest degree of security to its operations.

3. Paragraph 3 of N.I.A. Directive No. 1 provides a procedure by which the necessary directive can be published and carried out by unanimous approval of the Director of Central Intelligence and the Intelligence Advisory Board, without action by the National Intelligence Authority.

4. Enclosed is a draft directive, making necessary provisions for establishing uniform clearance standards and procedures. If all members of the Intelligence Advisory Board concur in the draft without substantial change, a meeting will not be necessary. It is recommended that the directive be approved, and that each member of the Intelligence Advisory Board arrange for necessary implementation by his department.

SIDNEY W. SOUERS,
Director.

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ENCLOSURE

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PROPOSED C.I.G. DIRECTIVE

POLICY ON CLEARANCE OF PERSONNEL FOR DUTIES WITH CENTRAL INTELLIGENCE GROUP

1. The President's letter of 22 January 1946, referring to functions of the National Intelligence Authority and the Director of Central Intelligence, stated: "In the conduct of their activities the National Intelligence Authority and the Director of Central Intelligence shall be responsible for fully protecting intelligence sources and methods."

2. The activities of the Central Intelligence Group require constant handling of classified matter whose unauthorized disclosure would cause exceptionally grave damage to the nation. It is imperative that the highest degree of security be maintained to prevent either unauthorized disclosures of classified matter of any activity which would impede or impair the objectives sought to be accomplished by the National Intelligence Authority and the Director of Central Intelligence.

3. The accomplishment of the security objective requires that personnel assigned to the Central Intelligence Group be individuals:

a. of excellent character who are native-born citizens of the United States and who have no member of the immediate family or next of kin thereof subject to a foreign power;

b. whose loyalty, integrity, discretion and trustworthiness are unquestioned;

c. whose financial status and habits are such as to render unlikely their succumbing to any temptation arising from these sources.

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4. To assure the assignment to the Central Intelligence Group of only those persons who meet the foregoing standards the following policy will apply to investigations and clearance of such individuals.

5. All military and civilian personnel now performing duties with the Central Intelligence Group, or who are to be assigned thereto, will be investigated to determine their qualifications with respect to the standards set forth in paragraph 3 above, and individuals qualifying thereunder will be cleared to handle TOP SECRET information and be considered eligible for duties with the Central Intelligence Group.

6. It is the responsibility of each department required to furnish personnel for duties with the Central Intelligence Group to investigate and effect proper clearance for each individual furnished by their service. Clearance shall include a certification to the Central Intelligence Group to the effect that the individual has been investigated pursuant to provisions of C.I.G. Directive No._____ and is eligible for duty assignment thereto. Certification of clearance will be retained permanently in the Central Intelligence Group file.

7. Reports of investigations will be subject to review in each case by the Security Officer, C.I.G., and final decision as to acceptability of an individual for assignment to the Central Intelligence Group will rest with the Director of Central Intelligence.

8. Investigation will be conducted to the extent necessary to enable a proper determination of an individual's eligibility in accordance with the provisions of paragraph 3. However, except for those individuals covered by the provisions of paragraph 9, the minimum investigation of personnel as required under the provisions of paragraph 6 will consist of:

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a. Records check of the appropriate office of each of the following:

(1) Department of State.

(2) Federal Bureau of Investigation.

(3) Military Intelligence Division, War Department.

(4) Office of Naval Intelligence, Navy Department.

(5) Police Department in each city of employment and residence.

(6) Credit agencies.

b. Verification of individuals' Personal History Statement with respect to:

(1) Birth.

(2) Citizenship.

(3) Education.

(4) Employment for past fifteen years.

c. Character investigation by interviews with personal references of the individual and with a minimum of three other persons who have knowledge of his activities over a period of time sufficient to enable a determination as to his character and integrity.

9. Where there has been a previous satisfactory character and loyalty investigation by the War or Navy Department, Department of State, or other Government agency, or where there are other available records of a minimum of ten years honorable Government service and there is no subsequent information creating a suspicion of disloyalty or question as to integrity, the information derived therefrom may, at the option of the Department concerned, constitute the basis for clearance of an individual for duties with the Central Intelligence Group. It is the responsibility of the Department executing the clearance certificate to assure that the information adequately establishes the individual's eligibility in accordance with the provisions of paragraph 3.

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10. The investigations required by paragraph 8 will be completed by the respective Departments prior to the assignment of the personnel to the Central Intelligence Group whenever possible. However, in cases of personnel already assigned or where the exigencies of the service are such that in the future it is necessary to assign personnel without prior complete investigation, the Department responsible for the assignment will, on the basis of a satisfactory preliminary investigation, furnish an express authorization in writing permitting such individual to have access to classified information pending completion of the full investigation. The authorization will state the reasons for such action and will be retained permanently in the Central Intelligence Group file. The approval of the Director of Central Intelligence or his authorized representative is a prerequisite to such an individual's performing duties with the Central Intelligence Group. The required investigation will then be expedited and clearance effected pursuant to provisions of paragraph 6.

11. All military and civilian personnel performing duties with the Central Intelligence Group will be required to execute a declaration of secrecy which will be administered by the Director of Central Intelligence or his authorized representative.

12. Upon termination of duties with the Central Intelligence Group all military and civilian personnel will be given an exit interview designed to impress upon them their obligation with regard to maintaining the security of all matters pertaining to Central Intelligence Group activities and provisions of the laws and statutes which apply.

13. Any exceptions to the foregoing provisions shall require the unanimous concurrence of the Director of Central Intelligence and all member Departments of the Central Intelligence Group. Such concurrence will be obtained through the Security Liaison Officers of the agencies concerned.

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